

# COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT

## PROPERTY ACQUISITION FORM (PAF)

[A PROPERTY REQUISITION AUTHORIZATION FORM (PRAF) MUST BE SUBMITTED TO AND APPROVED BY CDLE PRIOR TO THE ACQUISITION OF EQUIPMENT AND THE SUBMITTAL OF THIS FORM]

[COMPLETE AND SUBMIT THIS FORM WITHIN 1 WEEK AFTER THE ACQUISITION OF THE CDLE (PRAF) APPROVED EQUIPMENT]

(MUST BE COMPLETED FOR EQUIPMENT WITH A USEFUL LIFE OF MORE THAN ONE YEAR AND AN ACQUISITION COST OF \$5,000 OR MORE PER UNIT)

(1) Name: _____			(2) Contact Person: _____			(3) Date: _____		
Address: _____			Phone: _____					
_____			Address (if different): _____					
_____			_____			(4) PRAF Date: _____		

  

Description of Property Purchased [include brand and/ or manufacturer name(s) and model number(s)] (5)	Serial Number(s) (6)	Purchase Date (7)	Total Unit Cost (8)	List Program(s) Name (9)	%(s) (10)	Maintenance Agreement (11)		Location of Property (12)	Site Code (13)	CDLE USE ONLY	
						Yes	No			Date Entered and Initial of Operator	Inventory Number

(Attach Additional Pages if Necessary)	<b>Total:</b>	
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(14) Director Signature: _____ Name (Typed/Printed): _____ Date: _____	<b>CDLE OFFICE USE ONLY:</b> APY LOG #PY: _____ Record #: _____ Check #: _____
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# COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT

# PROPERTY ACQUISITION FORM (PAF)

**Instruction** A Property Requisition Authorization Form (PRAF) must be completed and approved by CDLE prior to the acquisition of equipment and the subsequent submittal of this Property Acquisition Form (PAF). If the PRAF has been approved by CDLE, the equipment can then be purchased. This PAF must be completed and submitted to CDLE within 1 week after the acquisition of the purchased equipment. The following are instructions for filling out the Property Acquisition Form (PAF). Incorrect or incomplete forms will not be processed. They will be returned un-signed to the subrecipient.

- (1) **Name:** Enter the subrecipient's name and address on the appropriate lines.
- (2) **Contact Person:** Enter the name, address, and phone number of a contact person who can answer questions or give information regarding the acquired equipment and this PAF.
- (3) **Date:** Enter the date that this form is being completed.
- (4) **PRAF Date:** Enter the Request Date that was provided on the previously submitted PRAF that authorized the requisition of the property included on this PAF.
- (5) **Description of Property:** Enter a description (including brand and/or manufacturer name and model number) of each component of the equipment unit acquired; attach additional pages, if necessary.
- (6) **Serial Number(s):** Enter the serial number(s) of each component of the equipment unit purchased.
- (7) **Purchase Date:** Enter the date that the equipment unit was purchased.
- (8) **Total Unit Cost:** Enter the total unit cost of the equipment. The total unit cost of a piece of equipment includes each essential component that allows the equipment to fully operate as it was intended. For example, to determine the total unit cost of a desktop computer, you must add together each essential component (CPU, Monitor, Keyboard, Mouse, Speakers, etc.) that allows the acquired equipment to operate as expected.
- (9) **Program Name:** Enter the name of the program(s) (e.g., WIA, WTW, General Fund, TANF, etc.) that contributed to the cost of the equipment purchase.
- (10) **%:** Enter the percentage of each program(s)' contribution to the cost of the equipment purchase.
- (11) **Maintenance Agreement: Yes/No:** Check the appropriate maintenance agreement block to indicate whether the property has a maintenance agreement.
- (12) **Location of Property:** Enter the address of where the equipment will be located.
- (13) **Site Code:** Each subrecipient has individual site codes for their program, enter the appropriate site code.
- (14) **Director Signature:** Enter the original signature of the subrecipient's director. Facsimile signatures are not acceptable. Print the Director's Name and the date the Director signed the PRAF.